



SOLICITATION NUMBER: 72061220B00003 – RE ADVERTISEMENT

ISSUANCE DATE: July 07, 2021

CLOSING DATE/TIME: August 27, 2021, 5pm Lilongwe Time

**SUBJECT: Solicitation for a U.S or Third Country National (Resident Hire) Personal Service Contractor for Senior Education Advisor, GS-14 equivalent, USAID/Malawi**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through IV** of this solicitation. All application packages are to be submitted via email to: [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov). Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shawn Phillips  
Supervisory Executive Officer

**ATTACHMENT 1**

Solicitation for a (Resident Hire) Personal Service Contractor (PSC)  
Senior Education Advisor, GS-14 equivalent

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72061220B00003 – RE ADVERTISEMENT
- 2. ISSUANCE DATE:** July 07, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 27, 2021 no later than 1700 Hrs. Lilongwe Time.
- 4. POSITION TITLE:** Senior Education Advisor
- 5. MARKET VALUE:** \$92,977 to \$120,868 per annum (GS-14 equivalent). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The Personal Services Contract will be for an initial year (2) year period, with three (3) one-year option years. Option years may be exercised based upon satisfactory Contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds. Tentative start date is o/a October 31, 2021. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for three additional one-year periods for the date(s) estimated as follows:

Base Period:	o/a October 31, 2021- October 30, 2023
Option Period 1	o/a October 31, 2023– October 30, 2024
Option Period 2	o/a October 31, 2024 - October 30, 2025
Option Period 3	o/a October 31, 2025 – October 30, 2026

- 7. PLACE OF PERFORMANCE:** Lilongwe, Malawi; with possible travel as stated in the Statement of Duties.
- 8. SECURITY LEVEL REQUIRED:** USPSCs - Secret; TCNPSCs - Employment Authorization
- 9. AREA OF CONSIDERATION:** Hiring preference - Reference: ADS 309.3.3

USPSC  
TCNPSC

**Resident Hire Personal Services Contractor (PSC)** means a U.S. citizen/ Third Country National who, at the time of hiring as a PSC, resides in the Cooperating Country:

(1) As a spouse or dependent of a U.S. citizen/Third Country National employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or

(2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States.

Third Country Nationals (TCN) – An individual who is neither a citizen nor a permanent legal resident alien of the U.S. nor of the country to which he/she is assigned for duty

U.S. citizen or permanent resident/registered alien (“green card holder”); offerors will be evaluated in isolation first, and only when there is no USN and US Legal resident alien qualified and "responsible" (including SAM and OFAC verifications), can the CO give the technical evaluation committee (TEC) any TCN offers for review.

## **10. STATEMENT OF DUTIES**

### **INTRODUCTION**

USAID/Malawi requires an experienced Senior Education Advisor to support the Education Office Director and Deputy Education Office Director to manage the rapidly expanding education portfolio. This individual should have the capacity to exhibit senior-level technical expertise and should have practical experience in one or more education sub-sectors such as early grade reading, girls’ education, disability and inclusive education, community outreach and engagement, student learning assessment, secondary education, school construction, and/or higher education. Experience working in development contexts and/or implementing international development work in the field of education or a related technical area is desired. The Senior Education Advisor will be responsible for leading and managing multiple USAID education projects and team members, and duties will likely cross multiple technical sub-sectors in the portfolio). The Senior Education Advisor will be asked to liaise with GOM officials, other donors, the private sector, and non-governmental organizations (NGOs) and ensure that USAID/Malawi is fully engaged with the GOM on its education sector reform agenda. The Senior Education Advisor will engage with other offices within the Mission and report back to the Education Office Director and Deputy. The Senior Education Advisor the Office will serve for a period of one year with the option to extend for additional years, subject to the availability of funds, contractor performance, and continuing need for the position. This position is a “resident hire” position and does not include housing.

### **BACKGROUND**

In Malawi, 83% of Standard 1 students cannot read a single syllable and 92% cannot read a single word. On average, Standard 3 students can only read 11 words per minute and 67% cannot identify the first sound, or phoneme, in a word. Malawi’s educational performance has continually ranked at the bottom within the Southern African Region. National education data for Malawi shows that 64% of girls who enroll in Standard 1 survive to Standard 5 and only 29% survive from Standard 1 to Standard 8. In 2015, only 37% of girls who enrolled in Standard 8 in the previous academic year transitioned to Form 1, the first year of secondary school. Adolescent girls face many barriers to education, including negative gender stereotypes and risky behavior that increase their chances of getting pregnant, getting married early, or contracting HIV/AIDS.

USAID has partnered with the Government of Malawi to improve the reading skills of all students in the first four years of public primary school through the Malawi National Reading Program comprising multiple USAID-funded projects totaling over \$100 million. National Reading Program efforts include revising the content and instructional approach to include evidence-based practices for teaching reading in Chichewa as well as English. It also includes revising student textbooks and teacher guides, training and coaching teachers, assessing students, updating national policy, as well as engaging communities and families.

In addition to the early grade reading portfolio, USAID/Malawi also supports a \$90 million girls' development portfolio focused on adolescent girls' education, health, and well-being that includes improving transition rates from primary to secondary school and increasing secondary school access through infrastructure.

In higher education, USAID/Malawi supports a rapidly expanding \$10 million portfolio aimed at increasing access to higher education through open and distance learning opportunities, especially for disadvantaged populations including adolescent girls and young women, students with disabilities, and students transitioning to higher education from community day secondary schools

## **MAJOR ROLES AND RESPONSIBILITIES**

The Senior Education Advisor will work independently and with minimal oversight from the Director to provide support to the Education Office in the following ways:

1. The Senior Education Advisor will support the Director and Deputy in providing guidance and overall direction of the development and execution of USAID/Malawi-financed activities related to education sector reforms in Malawi, with particular emphasis on activities related to early grade reading, girls' development and/or monitoring and evaluation.
2. The Senior Education Advisor will be expected to lead the Education Office in the development of the yearly operational plan, annual performance plan and report, and other quarterly reviews and plans with oversight from the Director or Deputy.
3. The Senior Education Advisor will provide a work plan for accomplishing assigned duties and responsibilities and will be responsible for daily management of assigned mission-critical activities, informing and consulting with the Director of the Education Office or Deputy.
4. The Senior Education Advisor will supervise, coach and mentor individuals (junior, mid-level, and senior foreign-service nationals) and teams within the Education Office to improve overall performance. The Senior Education Advisor will be required to assist in creating a supportive work environment that values diversity and elicits the highest possible level of performance from the entire team. S/he will assist in setting clear individual and teamwork objectives and ensure that staff members meet those approved work objectives.
5. The Senior Education Advisor will manage projects as well as oversee high-visibility portfolios within the Education Office, conferring and negotiating with senior Government of Malawi and USG officials, other donors, implementing partners, civil society, and private-sector partners to improve implementation, strengthen partnerships, and improve coordination in consultation with the Director and Deputy.

6. The Senior Education Advisor will serve as a trusted policy and technical advisor to the Director, Deputy, and Education Office team, providing technical leadership and program implementation oversight to USAID/Malawi-funded implementing partners. S/he will assist in collecting information and evaluating the impact of all education sector activities. This responsibility includes participating in evaluation efforts of current and completed projects, including the performance of contractors and grantees; ensuring that relevant recommendations are implemented and taken into consideration in the design of new initiatives; and evaluating audit report findings and recommending and participating in corrective action.

#### **OTHER SIGNIFICANT FACTS:**

1. **Reporting Responsibilities:** The Senior Education Advisor will receive supervision, policy direction and guidance from the USAID/Malawi Education Office Director.
2. **Supervisory Controls:** The Senior Education Advisor is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the Senior Education Advisor will be cleared by the Director and/or Deputy. Overall management of the Education portfolio is done collaboratively in a team environment, with the Senior Education Advisor participating fully in the process. Specific work plans and anticipated results are developed in consultation with the Education Office team. The incumbent works independently, providing leadership to others involved in the management of the education portfolio, and in the development, design, and drafting of the new education projects/activities. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.
3. **Physical Demands:** The primary location of work will be the USAID Offices in Lilongwe, Malawi. Work in the office is expected to be mostly sedentary. Secondary locations will include Implementing Partner offices and field offices. The location of program beneficiaries in rural and in urban areas, GOM departments and offices and the offices of bilateral and multilateral donors and NGOs, and potential occasional attendance at international conferences and/or trainings. In-country travel is a requirement of the position and the incumbent may occasionally face challenging living and working conditions while in travel status. Some travel may require USG Regional Security Officer approval.

**Required Clearances:** The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances

#### **1. U.S. RESIDENT HIRE PERSONAL SERVICES CONTRACTOR (JUN 1990) [Deviation (May 2020)]**

A contractor meeting the definition of a Resident Hire USPSC contained in section 12, General Provisions, in the clause entitled "Definitions," is subject to U.S. Federal Income Tax, and is not eligible for expatriate fringe benefits including differentials and allowances, travel and transportation expenses, repatriation, rest and recuperation travel, or home leave of any kind. The contractor may be eligible for certain differentials and allowances when in travel status for temporary duty (TDY.)

#### **11. AREA OF CONSIDERATION:**

**USPSC:**

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”).
- Submit a complete application as outlined in the solicitation section titled

**APPLYING.**

- Be able to attain a Secret security clearance.
- Be able to obtain a Department of State medical clearance.
- Be willing to travel to work sites and other offices as/when requested.

**For TCNPSC:**

- Be a Third Country National Personnel Service Contractor (TCNPSC). “Third Country National” shall mean an individual (i) who is neither a citizen of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return travel to the TCN’s home country or country from which recruited at U.S. Government expenses, and (iii) who is on a limited assignment for a specific period.
- Submit a complete application as outlined in the section titled APPLYING.
- Be able to attain employment authorization.
- Be able to obtain a Department of State medical clearance.
- Be willing to travel to work sites and other offices as/when requested.
- If a third country national (TCN) PSC is selected for award, during the period of this contract, the TCN contractor must provide at least two years of training to a cooperating country national (CCN) designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

**12. PHYSICAL DEMANDS:**

The primary location of work will be in Lilongwe, Malawi. The work requested does not involve undue physical demands.

**13. POINT OF CONTACT:**

Any questions about this solicitation may be directed to Catherine Masi, Human Resources Assistant [cmasi@usaid.gov](mailto:cmasi@usaid.gov). All application packages are to be submitted via email to: [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov)

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a resume/curriculum vitae, cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following evaluation criteria (listed in descending order of importance):

- Education (20 Points):

The complex and highly technical and visible nature of the position requires at minimum a Master's Degree in a field relevant to the duties described above such as international education, reading, curriculum development, student learning assessment, teacher training, gender and girls' education, policy and planning, monitoring and evaluation, community mobilization, school governance, or another related field of study relevant to USAID/Malawi's work in education is preferred; a Master's Degree in another field with substantial work experience and demonstrated leadership in international development in education is also acceptable.

- Work Experience (30 Points):

Minimum of 7 years of relevant work experience in positions with progressively greater responsibility, leadership, or staff management is required. The ideal candidate should demonstrate a clear progression in his or her previous work experience and have experience working on education activities related to USAID/Malawi's current education focus. Relevant and practical professional work experience at senior levels designing, managing, monitoring, evaluating, and reporting on development programs; leading policy discussions with senior government officials; coordinating donor and other development partner activities; collaborating across teams; engaging communities; and managing, motivating, coaching, and mentoring staff are also key requirements of the position.

Experience working with or for USAID, USAID contractors, other US government agencies, other donors, host-government line ministries, public international organizations, non-governmental organizations, and/or other relevant development stakeholders in Malawi or in Southern Africa is preferred. Experience working with USAID and/or a USG implementing partner is particularly desirable.

- Knowledge, Skills, and Abilities (40 Points):

Demonstrated technical expertise and leadership in at least one sub-sector related to the field of education, such as early grade reading, student learning assessment, girls' development, secondary school construction, pre-primary education, international education, and/or higher education programs in a development context is required. The qualified person must have demonstrated technical leadership, policy experience, and experience designing, implementing, monitoring and evaluating education programs.

Specialized knowledge and demonstrated expertise in program implementation and/or management for development results as well as a proven ability to work effectively with high level personnel from government, the donor community, implementing partners, and other development organizations is essential.

- Language and Communication Skills (10 Points):

- Excellent written and oral English communication skills, particularly strong writing and editing skills, are required. S/he must have the ability to summarize and synthesize information from a wide variety of sources into cohesive, polished written communication.

### **III. EVALUATION AND SELECTION FACTORS**

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered for interview.

### **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offer Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. A signed Cover Letter of no more than two pages
3. Resume or the most recent Curriculum Vitae (CV). The CV/resume must contain enough relevant information to evaluate the application in accordance with the stated evaluation criteria. To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.
4. Supplemental document with written responses to the evaluation factors describing specifically what experience, training, education, etc., the applicant has received relevant to each selection criteria (maximum 3 pages).
5. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. List of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Malawi reserves the right to obtain from previous employers, relevant information concerning the applicant's past performance and may consider such information in its final decision. At least one reference must be from a current or former supervisor. Reference checks will be done on selected applicants only. If an applicant does not wish for the current employer to be contacted as a reference, this should be stated in the applicant's cover letter.



The interviewing committee will delay such reference check pending communication with the Applicant.

8. Late Submissions: Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 5:00 pm, local time, on the date specified on the cover letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information. USAID/Malawi reserves the right not to award any contract as a result of this solicitation.

9. Phone interview(s): may be conducted with most highly rated Applicants only. The purpose of a phone interview may be to facilitate USAID's proper understanding of the Applicant-provided information for Section IV: Evaluation Criteria, in order for the assigned a numerical score to reflect a well-informed basis. Although the interview is not subject to scoring, if and when information gained by USAID during the interview substantively adds to or detracts from USAID's initial understanding based on the Applicant's written submittal, an adjustment in a particular score may be justified.

#### V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Forms outlined below can be found at <http://www.usaid.gov/forms>:

1. AID 309-2
2. Contractor Physical Examination (AID Form 1420-62). \*\*
3. Questionnaire for Non-Sensitive Positions (SF-85). \*\*
4. Fingerprint Card (FD-258). \*\*

\*\* Forms 2 through 4 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

#### VI. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

##### A. BENEFITS:

1. Employee's FICA Contribution
2. Contribution toward Health & Life Insurance
3. Pay Comparability Adjustment
4. Eligibility for Worker's Compensation
5. Annual & Sick Leave
6. Access to Embassy medical facilities, commissary and pouch mail service

##### B. ALLOWANCES (If Applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

1. Temporary Lodging Allowance (Section 120)
2. Living Quarters Allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Post Differential (Chapter 500)
6. Payments during Evacuation/Authorized Departure (Section 600) and
7. Danger Pay (Section 650)
8. Educational Allowance (Section 270)
9. Separate Maintenance Allowance (Section 260)
10. Educational Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State Income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations

	- Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from          Phoenix/GLAAS]</i>				with Contractor_
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3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

\*\*\*END OF SOLICITATION\*\*\*

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